

MANSFIELD TOWNSHIP COMMITTEE MEETING

July 25, 2018

This is a regular meeting of the Mansfield Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Star Gazette and Express Times of the time, date and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

Roll Call: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Salute to the flag was done by all.

PRESENTATIONS:

2017 Audit – Tom Ferry:

Mr. Ferry went through the audit with the Township Committee. Mr. Ferry explained that we had \$870,000 put back into fund balance and used \$340,000 to balance the budget and the fund balance is now at \$2,210,000.00. Mr. Ferry highlighted the 3 year tax rate comparison for the Municipal portion which was. at \$.59 for 2015, \$.60 in 2016 and stayed \$.60 for 2017. Mr. Ferry reviewed the tax collection rate for the last 5 years being almost 97% each year.

Girl Scouts:

Deputy Mayor Mora Dillon read the proclamation for Shannon Sloan and Allison Weissman for receiving their Gold award. Mayor Watters presented Shannon and Allison certificates of achievement.

Community Energy Aggregation:

Mayor Tim McDonough, Hope Township and Consultant for Concord, spoke to the Township Committee and residents in attendance in regards to the Community Energy Aggregation and what has been experienced in Hope Township through this program. Less than 8% of the residents in Hope have opted out.

Mrs. Mora Dillon asked what the process is with the Community Energy Aggregation program.

Mayor McDonough explained the process for Town Hall Meetings and presentations to get the information out to the residents.

Stacia Scaduto presented the program showing that all services will remain the same but residents are able to opt in or out. Residents that already have a third party supplier or solar will not be placed in the program. Sussex-Warren Coop has been a great success at close to \$500,000 in savings at this point. The program runs term to term with typically either 12, 18, or 24 month terms.

APPROVAL OF THE MINUTES:

Mr. Hayes made a motion to approve the minutes from the regular meeting held on July 11, 2018, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Misertino

Abstain: None

BILL LIST:

Mr. Hayes made a motion to approve the bill list, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Misertino

Abstain: Mr. Farino

CLERKS REPORT:

Ms. Hrebenak stated that the new phone system install started today.

Ms. Hrebenak received a request to post an ad for a part time Public Works position on the League of Municipalities site.

Mr. Hayes made a motion to approve the advertisement being placed on the League website for part time public works laborer/driver, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Misertino

Abstain: None

Ms. Hrebenak stated she received a raffle application for the Mansfield Cowboys Parents Association to be held September 1, 8, 16 and October 13 & 20.

Mrs. Mora Dillon made a motion to approve the raffle license for the Mansfield Township Cowboys Parents Association, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Misertino

Abstain: None

Ms. Hrebenak mentioned that copies of the quote for the Level III HABS documentation for the creamery for review for discussion at next meeting.

Ms. Hrebenak stated that there will be an unveiling of the park benches purchased with donations in memory of **Michael Freund** on September 15 at 10 am.

FINANCE REPORT:

Mrs. Mollineaux had nothing to report.

EMPLOYEES REPORTS:

Mrs. Fascenelli had nothing to report.

ENGINEERS REPORT:

Mr. Kastrud reviewed his report with the Township Committee:

- Tax Maps – ordinance for approval tonight
- Stormwater Permit - will be submitted
- Watters Rd – construction was completed with a punch list provided to the contractor
- Heiser Rd – work is tentatively scheduled to begin August 9
- ADA compliance – will begin after paving work is completed
- Valley Rd drainage – notified neighbor of work being done
- Allen Rd bridge – continuing
- Airport Rd subdivision – working with developer on what still needs to be done

PUBLIC PORTION:

Chief McGuiness, Tri County and Chief Stieh, Mansfield Township Fire Company spoke to the Township Committee in reference to the letter that was sent to the Township Committee and the most recent happenings with one of the Township's Fire Companies.

Chief McGuiness and Chief Stieh requested that the Township Committee grant approval for them to have Butler Park removed from the County locator for any response area other than their own.

Mayor Watters suggested that there should be a meeting with the Township

Mr. Hayes made a motion to approve the fire companies meeting with the liaisons and the OEM to move forward with having Butler Park removed from the County locator for any response area other than their own, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Misertino

Abstain: None

RESOLUTION

**RESOLUTION # 2018 –108
PLANNING BOARD ESCROW
RESOLUTION AUTHORIZING CLOSURE OF AN ESCROW ACCOUNT WITH AN UNEXPENDED BALANCE
TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY**

WHEREAS, Donald & Paulette Recchia issued a check on April 23, 2015 for a lot line adjustment with the Township of Mansfield, County of Warren, and

WHEREAS, the check was deposited and at various times disbursements were made against the account, and

WHEREAS, there has been no activity on this account for several years, and

WHEREAS, letters have been sent by Regular Mail and/or Certified Mail Return Receipt Requested and have been returned by the post office with notations such as “return to sender - not deliverable as addressed – unable to forward “, and

WHEREAS, the Finance Department of the Township of Mansfield has indicated that a resolution should be adopted to officially close the account and transfer the unexpended balance to the Township’s Current Fund as Miscellaneous Revenue Not Anticipated.

NOW THEREFORE BE IT RESOLVED, that the unexpended balance regarding the escrow account be transferred from the escrow account to the Township of Mansfield’s Current Fund.

Account # 14-289-56-1392 Donald & Paulette Recchia \$ 157.50

BE IT FURTHER RESOLVED, if in the future Donald & Paulette Recchia request the refund the Township of Mansfield will comply.

Mr. Hayes made a motion to approve the passage of 2018-108, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Misertino

Abstain: None

**RESOLUTION 2018 –109
TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
UPDATING TOWNSHIP’S PROPERTY TAX MAPS**

WHEREAS, the Township of Mansfield is desirous of updating the township’s property tax maps; and

WHEREAS, the Township of Mansfield has received a proposal from the Township Engineering for property tax map updating; and

WHEREAS, the project can be completed in phases until the maps are completed;

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, Warren County, New Jersey, authorizes Christian M. Kastrud, Township Engineer, to perform Phase I of the tax map updating project in the amount of \$ 2,500.00.

CHIEF FINANCIAL OFFICER CERTIFICATION

I, Donna M. Mollineaux, Chief Financial Officer of the Township of Mansfield, hereby certify that adequate funds will be made available for Phase I of updating the township’s property tax maps in the amount not to exceed \$ 2,500.00. The appropriations will be made available through the following accounts:

T-14-56-289-1379-0000 \$ 1,200.00
8-01-21-180-0000-4480 \$ 1,300.00

Mr. Hayes made a motion to approve the passage of 2018-109, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Misertino

Abstain: None

**RESOLUTION 2018 -110
TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY
POLICY GOVERNING EMERGENCY PURCHASES**

WHEREAS, section N.J.S.A. 40A:11-6 of the Local Public Contracts Law permits local contracting units to use emergency purchasing procedures, and pursuant to corresponding Local Public Contracts Law rules adopted by the State's Division of Local Government Services on December 4, 2000, the governing body of each contracting unit shall adopt rules to ensure that there are written procedures for determining and confirming the existence of an emergency; and

WHEREAS, according to N.J.A.C. 5:34-6.1(b) such rules or regulations shall include such provisions that ensure that if initially designated individuals are not available, there is a clear chain of command to ensure that there are always appropriate individuals to make such decisions; and

WHEREAS, when an emergency arises requiring certain purchases to be made pursuant to emergency purchasing procedures, the Township Committee of the Township of Mansfield, has determined that the following procedures shall apply.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, Warren County, State of New Jersey that the following is adopted as the emergency purchasing policy for the Township of Mansfield.

A. POLICY GOVERNING EMERGENCY PURCHASING PROCEDURES

1. Contracts, including purchase orders, shall be entered into, and funds committed or expended for an emergency pursuant to N.J.S.A. 40A:11-6 and corresponding rules, N.J.A.C. 5:34-6.1, subject to the following requirements:

a. An actual or imminent emergency must exist requiring the immediate delivery of the goods or the performance of the service(s);

b. The emergency must directly affect the public health, safety or welfare, and requires the immediate delivery of goods or the performance of service(s);

c. Emergency purchasing shall not be used for administrative convenience or for failure to plan. Sound business practices shall be used when an emergency purchase must be made;

d. The emergency purchasing procedure may not be used unless the need for the goods or performance of the service(s) could not have been reasonably foreseen or the needs for such goods or service(s) has arisen notwithstanding a good faith effort on the part of the Township of Mansfield to plan for the purchase of any required goods or service(s);

e. The contract shall be of such limited duration as to meet only the immediate needs of the emergency declared;

f. Under no circumstances shall the emergency purchasing procedures be used to enter into a multi-year contract; g. Any emergency condition(s) in which the estimated cost is in excess of the bid threshold shall be approved by the Township Committee.

B. PROCEDURE FOR THE DECLARATION OF AN EMERGENCY

a. A department head, or in their absence his/her designee, as soon as reasonably possible, shall notify the Borough Administrator of the need for awarding of a contract or purchase order, the nature of the emergency, the time of its occurrence and the need for invoking the emergency provision of the law;

b. If the Chief Financial Officer/Finance Office is satisfied that an emergency exists, he/she shall be authorized to award a contract or contracts for such purposes as may be necessary to respond to the emergent needs;

c. Within 48 hours of an emergency occurrence, the department head, or in their absence his/her designee, shall submit to the Chief Financial Officer/Finance Office a written report (Certification of Request for Emergency Purchases) providing the information referenced above;

d. In the Chief Financial Officer's or Finance Office absence, the chain of command for adherence to the requirements shall be:

1. Township Clerk
2. Chief of Police
3. Superintendent of Public Works
4. Township Attorney

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2018-110, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Misertino

Abstain: None

**RESOLUTION # 2018-111
LIEN REDEMPTION**

TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY

WHEREAS, the Tax Collector of the Township of Mansfield has advised the Committee that the following property has been redeemed and the money due thereon paid to the Township of Mansfield Tax Collector;

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield this 25th day of July, 2018 that payment is to be made to the certificate holder as noted:

| Block | Lot | Address | Lienholder | Cert# | TOTAL REFUNDED |
|--------------|------------|----------------|--|--------------|-----------------------|
| 2701 | 9 | Jackson Street | Darren Moore 358 W. Fairway Pl. Chandler, AZ 85225 | 15-00018 | \$363.91 Lien |

Mr. Hayes made a motion to approve the passage of Resolution 2018-111, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Misertino

Abstain: None

**RESOLUTION # 2018 –112
REFUND OF RECREATION REGISTRATION
TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY**

WHEREAS, Erica Gallo paid via credit card on 3/14/18 for a Cheerleading registration with the Township of Mansfield, County of Warren, and

WHEREAS, the child will not be participating in Cheerleading, and

WHEREAS, a refund cannot be issued against the credit card due to the lapse in time,

NOW THEREFORE BE IT RESOLVED, that the Finance Office be authorized to refund the amount of \$ 70.00 to Erica Gallo.

Mr. Farino made a motion to approve the passage of Resolution 2018-112, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Misertino

Abstain: None

**RESOLUTION # 2018–113
TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY
STATE TAX APPEAL REFUND**

WHEREAS, the following property has a tax appeal overpayment balance of \$10,705.50 for the tax year 2017;

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield this 25th day of July 2018 that the Tax Collector and Township Finance Office are hereby authorized to reissue a refund for the following overpayment:

Archer & Greiner, P.C.
Trustee for Mansfield Self Storage
101 Carnegie Center
Suite 300
Princeton, New Jersey 08540
Block 1103 Lot 7
Refund: \$ 10,705.50

Note: Check number 5209 dated 6/27/18 made payable to Mansfield Self Storage in the amount of \$10,705.50 was voided 7/19/18 and payment will be reissued made payable to Archer & Greiner, P.C. as Trustee for Mansfield Self Storage as per the Stipulation of Settlement.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2018-113, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters
Nays: None
Absent: Mr. Misertino
Abstain: None

RESOLUTION 2018-114

AUTHORIZING PURCHASING FROM MORRIS COUNTY CO-OP CONTRACT #6 FOR PENWELL ROAD AND MEADOW LANE ROAD RESURFACING FROM TILCON, INC., 9 ENTIN ROAD, PARSIPPANY, NJ 07054

WHEREAS, the Township of Mansfield wishes to contract out for Road resurfacing under Morris County Co-Op; and

WHEREAS, Morris County Co-Op Pricing System awarded a contract to Tilcon, Inc., 9 Entin Road, Parsippany, NJ 07054 for Road resurfacing; and

WHEREAS, the Chief Financial Officer has certified that funds were appropriated in the amount of \$ 7,500; and

WHEREAS, the Township is authorized to make purchases through cooperative and state contracts pursuant to N.J.S.A. 40A:11-10 and 12; and

WHEREAS, it is the recommendation of the Director of Public Works and the Chief Financial Officer to authorize these services through the Morris County Co-Op Pricing System.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Mansfield that the Chief Financial Officer be authorized to issue purchase orders to Tilcon, Inc., 9 Entin Road, Parsippany, NJ 07054.

CHIEF FINANCIAL OFFICER CERTIFICATION

I, Donna M. Mollineaux, Chief Financial Officer of the Township of Mansfield, hereby certify that

adequate funds will be made available for the above referenced purchase in the amount not to exceed \$ 7,500. The appropriations will be made available through the following accounts:
 C044421500000003 Capital Reserves \$ 7,500.00

Mr. Hayes made a motion to approve the passage of Resolution 2018-114, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters
 Nays: None
 Absent: Mr. Misertino
 Abstain: None

**RESOLUTION # 2018-115
 TOWNSHIP OF MANSFIELD
 WARREN COUNTY, STATE OF NEW JERSEY**

WHEREAS, Block 1501 Lot 9.01 was subdivided in 2017 to create a number of various lots;

WHEREAS, the Tax Assessor entered the new lots in the system and a number of lots were duplicated;

WHEREAS, the attached list contains properties that were duplicated;

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield this 25th day July, 2018 that the Township Tax Collector is hereby authorized to delete the taxes incurred on the duplicate lots.

| Block | Lot | Property Owner | Address | 2017 Amount Owed | 2018 Amount Owed |
|---------|-----|----------------------|-----------------------|------------------|------------------|
| 1501.09 | 2 | Meadows at Mansfield | 15 Mountain View Lane | 886.09 | 443.05 |
| 1501.09 | 3 | Meadows at Mansfield | 17 Mountain View Lane | 886.09 | 443.05 |
| 1501.09 | 4 | Meadows at Mansfield | 19 Mountain View Lane | 886.09 | 443.05 |
| | | | | 2658.27 | 1329.15 |

Mr. Hayes made a motion to approve the passage of Resolution 2018-115, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters
 Nays: None
 Absent: Mr. Misertino
 Abstain: None

EXECUTIVE SESSION: Personnel-Police, Litigation, Contract Negotiations

Mr. Hayes made a motion to approve entering into Executive Session at 8:34pm, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Misertino

Abstain: None

Return to regular session at 9:45 pm

Roll Call: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Mr. Wenner, Esq. stated that during Executive Session the Committee discussed on-going COAH litigation, two contract negotiations, first with Tri-County, second involving library, and personnel matter related to police, no action was taken.

Mr. Hayes made a motion to authorize Chief Reilly to undertake the action discussed in Executive Session, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Misertino

Abstain: None

COMMITTEE PERSON COMMENTS:

None

Mr. Hayes made a motion to Adjourn at 9:47 pm, which was carried by all.